

DUTY STATEMENT

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| Employee Name: | |
| Classification: Public Health Microbiologist I - Microbiological Sciences | Position Number: 580-461-7954-909 |
| Working Title: Public Health Microbiologist I | Work Location: 850 Marina Bay Parkway, Richmond, CA 94804 |
| Collective Bargaining Unit: R 10 | Tenure/Time Base: Permanent / Full-Time |
| Center/Office/Division: CID / DCDC | Branch/Section/Unit: IDLB/MDL/ Mycobacterial, Mycotic & Parasitic Diseases Section / Mycobacterial Drug Susceptibility & Mycology Unit |

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by ensuring quality, timely provision of highly complex public health laboratory testing for the diagnosis and epidemiologic investigation of tuberculosis, other mycobacterial infections, and fungal and parasitic diseases of great public health importance in the State of California.

Under direct supervision, the Public Health Microbiologist I (PHM I) uses specialized techniques; develops and applies complex, non-standardized analyses requiring initiative and independent judgment, especially as related to the identification of pathogenic fungi and mycobacteria; and helps to implement quality assurance (QA) procedures. The PHM I performs quality control (QC), assists with test validation and verification studies to implement new test methods, uses the Microbial Disease Laboratory (MDL) Laboratory Information Management System (LIMS), may provide updates

to protocols, lab aids, worksheets/forms and Standard Operating Procedures (SOPs), and applies good safety practices in the workplace. The candidate is expected to have basic laboratory knowledge and skills in order to perform the duties of this position, including: culture inoculation and Gram stain, ability to use a pipette, demonstration of good aseptic technique, knowledge and understanding of basic operation of general laboratory equipment (incubators, freezers, autoclave), and demonstration of safe laboratory practices when handling infectious and/or hazardous materials.

The incumbent works under the Research Scientist Supervisor I of the Mycobacterial Drug Susceptibility & Mycology Unit.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☒ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☒ License/Certification: California Public Health Microbiologist Certification
- ☒ Other: vaccinations recommended; requires work in BSL-3 environment

Essential Functions (including percentage of time)

- 40% Serves as the bench-level microbiologist for diagnostic and drug susceptibility testing for mycobacterial and mycotic pathogens. The PHM I performs identification using conventional culture, microscopic, and molecular methods (sequencing and MALDI-TOF mass spectrometry). Interprets, records test results, and reports results to the submitters in a timely manner. Performs and reports on proficiency test specimens. Accurately and thoroughly records and documents test results and quality control data following standard operating procedures. Communicates professionally with colleagues, supervisors and internal/external clients.
- 35% Performs quality control, maintenance, and quality assurance procedures to ensure optimal performance of test and to fulfill Clinical Laboratory Improvement Amendments (CLIA) regulations and MDL QA policies. Prepares and orders laboratory reagents and media for the testing and research purposes. Assists with the development of LIMS for test tracking and reporting. Updates laboratory SOPs and other laboratory aids and forms as directed.
- 20% Assists with development, validation, and implementation of new and/or improved procedures such as, but not limited to: new and/or improved testing assays and methodologies for the identification and characterization of microorganisms; data entry and reporting processes in LIMS, and streamlined QA/QC tasks.

Marginal Functions (including percentage of time)

5% Other applicable duties as assigned, including assisting other units or sections as needed for surge capacity.

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| I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above. | | I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.) | |
| Supervisor's Name: | Date | Employee's Name: | Date |
| Supervisor's Signature | Date | Employee's Signature | Date |
| HRB Use Only: Approved By: SB | Date 01-20-22 | | |